

**Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-11-49**

<b><u>OPEN TO:</u></b>	All interested and qualified candidates
<b><u>POSITION:</u></b>	Chef
<b><u>OPENING DATE:</u></b>	Monday October 17, 2011
<b><u>CLOSING DATE:</u></b>	Open until filled
<b><u>WORK HOURS:</u></b>	Full-time; 48 hours/week
<b><u>SALARY:</u></b>	To be determined

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum is seeking qualified individuals for the position of Chef.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Prepares all menus for official functions, for official visitors to the Residence and for the Charge' d'Affaires and his family.
- Prepares shopping lists and does the purchasing of locally secured food and beverages.
- Prepares breakfasts, lunches, dinner, teas and suppers for official visitors to the Residence and for Charge' d'Affaires and his family.
- Designs, organizes and prepares receptions and other official functions at the Residence and elsewhere as required by the Charge' d'Affaires.
- Records expenses for representational events.
- Responsible for the kitchen operation, such as cleanliness (washing dishes, cleaning stoves, etc.) as well as for the proper maintenance of the kitchen equipment.
- May be expected to be called upon to serve as well for small occasions.
- Assists with the washing of the dishes, as needed, following functions.
- Polishes silver.
- Assistants who help with official functions.
- Performs duties as directed by the Charge'.
- Flexible work hours to be established by employer.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** High School.

2. **Prior Work Experience:** Minimum four (4) years as professional cook in a variety of cuisines, including continental to including level entertaining.

2. **Language Proficiency:** English level III (ability to read and interpret cookbooks and write menus).

3. **Skills:**

- Ability to supervise small and large-scale food preparation and presentation.
- Ability to keep kitchen accounts, adapt to EMPLOYER's varying tastes cuisines.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
  - **Selected candidates must pass an interview and test period.**

**TO APPLY:**

**Interested individuals for this position must submit the following:**

1. Application for Employment (attached) including references.
  2. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
  3. Applications may be submitted through:
    - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
- OR**
- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. Application box outside Consular Entrance.

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000 Ext. 2613

# Application Form for employment as Domestic Helper

## PERSONAL DATA

Name (Last/First/Middle): \_\_\_\_\_

Other names used: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Remarried Widow \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Passport/National ID Number: \_\_\_\_\_

### PRESENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### WORK HISTORY:

1. Present employer

Dates of employment  
(Month/Year)

\_\_\_\_\_  
\_\_\_\_\_

Salary per month: \_\_\_\_\_

### 2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).

NAME OF EMPLOYER

TELEPHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KNOWLEDGE & SKILLS:

Cooking (Western European style) \_\_\_\_\_ Cleaning/Laundry \_\_\_\_\_ Shopping \_\_\_\_\_

Pet care \_\_\_\_\_ Children care \_\_\_\_\_

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_